

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND

**ATTORNEY ADMISSION INFORMATION**

**A. FEES**

Application for Admission ..... \$ 100.00

Application for Renewal ..... \$ 25.00

Application for Admission *Pro Hac Vice* ..... \$ 50.00

Fees are automatically waived for members of the judiciary. The *pro hac vice* fee is waived for federal government attorneys appearing in their official capacity, representing a federal agency or official. Admission and renewal fees are not waived for attorneys employed by the federal government who chose to become members of the bar of this court, nor are they waived for attorneys employed by state or local government agencies. Payment may be made by check or money order payable to “Clerk, U. S. District Court” or by major credit card.

**B. REQUIREMENTS FOR ADMISSION**

1. Local Rule 701.1 - Qualifications:

a. General

Except as provided in subsection c of this rule, an attorney is qualified for admission to the bar of this District if the attorney is a member in good standing of the highest court of any State (or the District of Columbia) in which the attorney maintains his or her principal law office, or of the Court of Appeals of Maryland, is of good private and professional character, is familiar with the Code of Professional Responsibility, the Federal Rules of Civil and Criminal Procedure, the Federal Rules of Evidence, the Federal Rules of Appellate Procedure and these Local Rules and is willing, available and competent to accept appointments by the court to represent indigent parties in civil cases in this district unless the acceptance of such appointments is inconsistent with an attorney’s professional employment obligations as, for example, a government attorney.

b. Federal Government Attorneys

An attorney who is a member of a Federal Public Defender’s Office, the Office of the

United States Attorney for this District, or other federal government lawyer, is qualified for admission to the bar of this District if the attorney is a member in good standing of the highest court of any state (or the District of Columbia), is of good private and professional character, is familiar with the Code of Professional Responsibility, the Federal Rules of Evidence, the Federal Rules of Appellate Procedure and these Local Rules.

c. Reciprocity with Other Jurisdictions

No attorney, other than a member of the Maryland bar, who maintains his or her principal law office outside the District of Maryland may be a member of the bar of this district if:

1. the United States District Court for the district in which the attorney maintains his or her principal law office has a local rule that denies membership in its bar to any attorney who is a member of the Maryland bar maintaining his or her principal law office in Maryland; and
  2. the attorney is a member of the bar of that district.
2. You must be sponsored by a member of the bar of this Court. Your sponsor must have known you for at least one year (this requirement may be waived if the sponsor sets forth in his/her motion sufficient grounds to satisfy the court that he/she has reason to know you are qualified for admission). Local Rule 701.2.a (D. Md.).

**C. ADMISSIONS APPLICATION PROCEDURE**

1. Complete the attached application for admission and sponsor's motion for admission. **You are required to use the standard forms issued by this Court.** Answer all of the questions and fill in all of the blanks. If a particular item does not apply to you, you must write in "N/A". All information must be typewritten or legibly printed.
2. If for any reason you need an application for admission, a renewal application form, a *pro hac vice* form or any admissions related form, they may be obtained from the Clerk's Office or on the Court's web site at [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov).
3. Send the completed admission application and sponsor's motion to either the Baltimore or Greenbelt courthouse.
4. If the Court has any questions regarding your application, you will be notified by the Attorney Admissions Coordinator. If you do not hear from the Court, you may presume your application has been approved and your admission has been scheduled on the date

that you requested.

5. The application for admission, the sponsor's motion and the application fee **MUST** be received at least fourteen (14) days prior to your requested admission date. Admissions take place four times each month - on the second and fourth Fridays at the Baltimore courthouse and on the first and third Mondays at the Greenbelt courthouse. In selecting your admission date, consult with your sponsor to ensure that you will both be available to appear before this Court. **Please be advised that applicants will not be admitted without personally appearing at an admissions ceremony with their sponsor.**
6. On the day of your admission, unless notified of a different time, you must personally appear with your sponsor before the Court promptly at 9:30 a.m. in Baltimore or 10:00 a.m. in Greenbelt. You are required to check in with the Clerk's Office at least fifteen minutes in advance of the admissions ceremony to ensure your name is on that day's list of admittees. The list is located at the front counter of the Clerk's Office.
7. If, for any reason, you need to reschedule your admission, you should contact the Attorney Admissions Coordinator. You must reschedule within three months of the original date of your admission application. If you fail to reschedule or appear for admission within three months of your original date of application, your request for admission will require approval from the Bench. If you reschedule more than twice during the three month period, you will be required to pay an additional \$25.00 fee.
8. Once you are admitted you **MUST** notify the Clerk of Court and the Attorney Admissions Coordinator of any change in your address.

#### **D. RENEWAL APPLICATION PROCEDURE**

1. Every attorney who is a member of the bar of this Court is required to renew his/her membership every three years. Local Rule 701.2.b (D. Md.).
2. You will be notified by the Court when it is time to renew your membership. You are not required to submit a renewal application until notified to do so by the Clerk. If you fail to receive a timely notice of renewal, please notify the Admissions Coordinator.
3. You must complete the renewal application and return it and the \$25.00 renewal fee to the Court by the date specified in the renewal notice.
4. Local Rule 102.1.b.i (D. Md.) requires counsel to state at the bottom of all court papers their name, address, telephone number, fax number, and bar number. This information

must appear on your renewal application in order for your application to be processed.

5. **Failure to submit the renewal application in a timely fashion will result in your membership in the bar of this Court being stricken.**

#### **E. ADMISSION PRO HAC VICE**

1. Local Rule 101.1.b - *Pro Hac Vice*

The Court may permit any attorney (except a member of the Maryland Bar) who is a member in good standing of the Bar of any other United States Court or of the highest court of any state to appear and participate as counsel in a particular civil case. Such permission shall not constitute formal admission to the Bar of this Court. However, an attorney admitted *pro hac vice* is subject to the disciplinary jurisdiction of this Court. Any party represented by an attorney who has been admitted *pro hac vice* must also be represented by an attorney who has been formally admitted to the Bar of this court.

2. To be admitted *pro hac vice*, a member of the bar of this Court must move your admission.
3. It is not necessary for you and/or your sponsor to personally appear before this Court. If the motion is properly completed and the \$50.00 fee paid, it will be ruled upon by the judge to whom the case is assigned.
4. Local Rule 102.1.b.i (D. Md.) requires counsel to state at the bottom of all court papers their name, address, telephone number, fax number, and bar number (if applicable). This information must appear on your *pro hac vice* application in order for your application to be processed.

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND**

**ATTORNEY ADMISSION APPLICATION**

*You must fill in all blanks and answer all questions. If a particular question does not apply to you, write "none" or "N/A". Applications which are not properly completed will be returned.*

**NAME**

**FIRM**

**ADDRESS**

**MAIN FIRM PHONE  
NO.**

**FAX NO.**

**E-MAIL ADDRESS**

**REQUESTED ADMISSION DATE:**

☐ Baltimore      Date \_\_\_\_\_ (2<sup>nd</sup> or 4<sup>th</sup> Friday) 9:30 a.m.  
☐ Greenbelt      Date \_\_\_\_\_ (1<sup>st</sup> or 3<sup>rd</sup> Monday\*) 10:00 a.m.

\*Please Note: If Monday is a federal holiday, the ceremony is moved to Tuesday.

**A. BACKGROUND QUESTIONNAIRE**

*Please answer these questions yes or no. If you answer yes to any of these questions you must submit a statement under the penalties of perjury which includes the relevant facts, court, charge, date, whether the occurrence was disclosed to the highest court of the state(s) in which you are admitted, disposition, whether the occurrence was an isolated incident, and any other facts you deem relevant.*

1. Are there any disciplinary proceedings pending against you?  
☐ YES    ☐ NO
2. Have you ever been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority?  
☐ YES    ☐ NO
3. If you have been suspended or disbarred from the practice of law by any court or bar authority, have you been reinstated?  
☐ YES    ☐ NO
4. Have you ever resigned from the practice of law in any court?  
☐ YES    ☐ NO
5. Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you?  
☐ YES    ☐ NO

6. Have you ever been held in contempt of court?

☐ YES ☐ NO

## B. PRO BONO QUESTIONNAIRE

*As a member of the bar of this Court you are expected to handle cases on a pro bono basis when called upon to do so by the Court. Please answer the following questions so that your skills and preferences may be taken into account when you are appointed to a case.*

1. I prefer to be appointed in the following types of cases:

☐ Prisoner Civil Rights  
☐ Employment Discrimination  
☐ Bankruptcy  
☐ Other: \_\_\_\_\_

2. I prefer to handle cases assigned to:

☐ Baltimore  
☐ Greenbelt

3. My primary area of practice is: \_\_\_\_\_

4. If you are employed by a government agency, provide the name \_\_\_\_\_

5. Is there any reason which might prevent you from accepting appointment in a pro bono case?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## C. APPLICANT'S CERTIFICATION

1. I have been admitted to practice law in the following jurisdictions (states or the District of Columbia):

STATE COURT	DATE OF ADMISSION
_____	_____
_____	_____
_____	_____
_____	_____

2. Unless otherwise indicated in Section A, I am a member in good standing of the bars of each of the jurisdictions listed above.

3. I am familiar with the Rules of Professional Conduct, the Federal Rules of Civil and Criminal Procedure, the Federal Rules of Evidence, the Federal Rules of Appellate Procedure and the Local Rules of the United States District Court for the District of Maryland.

4. I am willing to accept court appointments to represent indigent parties in civil cases in this district, and

unless indicated otherwise in Section B, I am available to do so.

5. My principal law office is located in \_\_\_\_\_.

6. (a) I am a member of the bar of the following United States Courts:

U.S. COURT	DATE OF ADMISSION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(b) I have reviewed the Local Rules of each of those districts and they do not disqualify me from membership in the bar of this Court pursuant to the reciprocity provisions of Local Rule 701.1.c (D. Md.).

☐ YES ☐ NO

7. I understand that it is my responsibility to notify the Attorney Admission Coordinator of any change in my address.

8. I understand that I will be required to renew my membership in the bar of this Court every three years.

**I hereby certify under the penalties of perjury that the foregoing statements and answers are true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND**

**SPONSOR'S MOTION FOR ADMISSION**

9. I, \_\_\_\_\_, was admitted to the bar of this court on \_\_\_\_\_ and I am presently a member in good standing of this bar. My bar number is \_\_\_\_\_. I am moving the admission of \_\_\_\_\_.

10. I believe the applicant is qualified for admission to the bar of this court. I am willing to assist the applicant in learning the standards, practices and procedures of the court.

**11. TO BE COMPLETED IF YOU HAVE KNOWN THE APPLICANT AT LEAST ONE YEAR**

I have known the applicant for at least one year. My relationship with the applicant has been as follows:

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**12. TO BE COMPLETED IF YOU HAVE KNOWN THE APPLICANT LESS THAN ONE YEAR**

Attached is a resume of the applicant along with two references. I have known the applicant since \_\_\_\_\_. The basis for my belief that the applicant is qualified to be a member of the bar of this court is:

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I certify under the penalties of perjury that the foregoing statements are true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Main Firm Telephone Number

\_\_\_\_\_  
Fax Number

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**WAIVER**

(Required only if paragraph 4 is completed.)

Granted [    ]

Denied [    ]

\_\_\_\_\_  
Date

\_\_\_\_\_  
United States District Judge